

CITY OF MIAMI BEACH  
BUILDING DEPARTMENT  
1700 CONVENTION CENTER DR  
MIAMI BEACH, FL 33139

305-673-7610 OFFICE

305-673-7857 FAX

# W O R K P E R M I T A P P L I C A T I O N

(PLEASE FILL OUT COMPLETELY)

DATE:                      /                      /

CODE IN EFFECT:                      **FLORIDA BUILDING CODE**

IF SUBSIDIARY OR REVISION PROVIDE THE MASTER BUILDING PERMIT NUMBER HERE:

**B**

## LOCATION OF IMPROVEMENTS

JOB ADDRESS: \_\_\_\_\_

FOLIO NUMBER: \_\_\_\_\_

LOT: \_\_\_\_\_

BLOCK: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

P. B. PAGE: \_\_\_\_\_

YEAR BUILT: \_\_\_\_\_

## OWNER BUILDER'S INFORMATION

D. LICENSE #: \_\_\_\_\_

SS # \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

## TYPE OF IMPROVEMENTS

DESCRIPTION OF WORK: \_\_\_\_\_

VALUE OF WORK: \$ \_\_\_\_\_ NO BLDGS: \_\_\_\_\_ NO OF UNITS: \_\_\_\_\_ NO OF FLOORS: \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ LINEAL FEET: \_\_\_\_\_ POOL GALLONAGE: \_\_\_\_\_

☐ NEW CONSTRUCTION

ON VACANT LAND

☐ ALTERATION INTERIOR

☐ ALTERATION EXTERIOR

☐ STRUCTURE RELOCATION

☐ FOUNDATION ONLY

☐ ENCLOSURE

☐ REPAIR

☐ REPAIR DUE TO FIRE

☐ DEMOLISH

☐ SHELL ONLY

☐ ADDITION ATTACHED

☐ ADDITION DETACHED

☐ AWNING/CANOPIES

☐ FENCING

☐ SIGNS

☐ ROOFING

☐ SWIMMING POOL/SPA

☐ HURRICANE SHUTTERS

☐ WINDOWS/SLIDING DOORS

## PERMIT TYPE

☐ BUILDING

☐ ELECTRICAL

☐ MECHANICAL

☐ PLUMBING

## CHANGE TO EXISTING

☐ CHANGE OF CONTRACTOR

☐ REVISIONS

☐ PERMIT UPGRADE

☐ SUPPLEMENTAL

## OWNER'S INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## MORTGAGE LENDER'S INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## ARCHITECT'S INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## ENGINEER'S INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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**OCCUPANCY CLASSIFICATIONS**

ASSEMBLY OCC. - GROUP **A1** GREATER THAN 1,000

ASSEMBLY OCC. - GROUP **A2** 50 TO 1,000

BUSINESS OCC. - GROUP **B**

DAY CARE OCC. - GROUP **D**

EDUCATIONAL OCC. - GROUP **E**

FACTORY OCC. - GROUP **F**

HAZARDOUS OCC. - GROUP **H1** EXPLOSIVE

HAZARDOUS OCC. - GROUP **H2** BURNING

HAZARDOUS OCC. - GROUP **H3** PHYSICAL

HAZARDOUS OCC. - GROUP **H4** HEALTH

INSTITUTIONAL OCC. - GROUP **I** UNRESTRICTED

INSTITUTIONAL OCC. - GROUP **I** RESTRICTED

MERCANTILE OCC. - GROUP **M**

RESIDENTIAL OCC. - GROUP **R1** HOTEL/MOTEL

RESIDENTIAL OCC. - GROUP **R2** APTS/CONDO

RESIDENTIAL OCC. - GROUP **R3** S/F

RESIDENTIAL OCC. - GROUP **R4** CARE FACILITIES

STORAGE OCC. - GROUP **S1** ORDINARY HAZARD

STORAGE OCC. - GROUP **S2** LOW HAZARD

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that **SEPARATE PERMITS ARE REQUIRED** for *Electrical, Mechanical, Plumbing, Signs, Swimming Pools and Spas, Windows and Sliding Glass Doors and Roofing*. As per Florida Building Code 104.4.1.4:

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

\_\_\_\_\_  
**SIGNATURE OF OWNER BUILDER ONLY**

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, By:

\_\_\_\_\_  
**PLEASE PRINT OWNER'S OR OWNER AGENT'S NAME**

( ) Personally Known to me.

( ) Procured Identification:

Type of Identification: \_\_\_\_\_

( ) DID TAKE OATH.

( ) DID NOT TAKE OATH

\_\_\_\_\_  
**Signature of Notary Public**

DATE: \_\_\_\_\_

# OWNER'S AFFIDAVIT & HOLD HARMLESS LETTER

ATTENTION: BUILDING OFFICIAL

I, \_\_\_\_\_, certify that I am the owner of the property described as:

ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

I hereby apply for an Owner's Building Permit for the following work:

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I agree to hold the City of Miami Beach harmless and indemnify it and relieve it from any responsibility for any legal action or damage in the issuance of this permit. I further assume responsibility for the construction or repair work performed under the requested permit.

OWNER'S SIGNATURE OR OWNER AGENT'S SIGNATURE

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

PLEASE PRINT OWNER'S NAME OR OWNER AGENT'S NAME

( ) Personally Known to me.

( ) Produced Identification

Type of Identification:

( ) DID TAKE OATH

( ) DID NOT TAKE OATH

SIGNATURE OF NOTARY PUBLIC

**Notice of Commencement must be filed if the job valuation of \$ 2,500.00 and/or more in labor and material**

**Notice of Commencement must be posted prior to the job commencing.**

**Notice of Commencement should be filed at:  
22 NW 1st Street, Miami, Florida**

**CITY OF MIAMI BEACH BUILDING DEPARTMENT**  
**1700 CONVENTION CENTER DR, CITY HALL - 2ND FLOOR, MIAMI BEACH, FL 33139**  
**OFFICE (305) 673-7610 FAX (305) 673-7857**

You have this date made application for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders:

- PROOF OF OWNERSHIP:** Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the purport, or a copy of mortgage/warranty deed of the land, showing you are obligated to purchase the property, or a Dade County tax receipt, statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.
- PRIOR TO ISSUANCE:** Prior to issuance of permit to the owner-builder, we will request a list of all sub-contractors who will provide services for such project, to insure that they are qualified as per Chapter 10D of Metropolitan Dade County Charter.
- DISCLOSURE STATEMENT:** State and County law requires construction to be done by licensed contractors. You have applied for a permit under an exemption of the law. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build a new one story building, other than a single-family or duplex residence, not exceeding five hundred (500) square feet in area, or a first story addition not to exceed five hundred (500) square feet in area or make maintenance repairs and non structural alterations to any building owned, leased or occupied by the applicant, provided the cost of repairs does not exceed five thousand dollars (\$ 5,000.00). The building must be done for your own use or occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within one (1) year after construction is complete, the law will presume that you built if for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your construction must be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.
- INSURANCE:** You should be advised that if your day labor employees cause any damage to permits or property, or if any of your daily labor employees are injured on the job, **YOU ARE LIABLE**. Your regular home insurance policy ordinarily does not cover this type of liability.
- WITHHOLDING TAXES, ETC.:** You should be advised to investigate your responsibility for withholding Social Security, Federal or State Unemployment Insurance Tax and Federal Income Tax from the wages of employees working for you on the proposed construction and for making returns thereof to the proper agencies.
- WORK PERMITTED BY AN OWNER-BUILDER:** An owner-builder, subject to the foregoing provisions and requirements, is limited to constructing one single family or duplex residence in any twenty-four (24) month period for his/her own use. An owner-builder, subject to the foregoing provisions and requirements, is limited to erecting a one story building of not more than five hundred (500) square feet for commercial or industrial use, or adding a first floor addition of not more than five hundred (500) square feet for commercial or industrial use; or maintenance or repairs and nonstructural alterations, not to exceed five thousand (\$5000.00) dollars on any building which he/she owns or leases.

**If you do not intend to do the work yourself, or with day labor, please list on an additional sheet of paper, the name of the individuals or firm with whom you have entered (or will enter) into a contract for the work.**

**NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING AND ROOFING WORK.**

I, \_\_\_\_\_ owner of the property described as: \_\_\_\_\_  
\_\_\_\_\_ do hereby certify that I have read the  
the foregoing instructions, and I am aware of my responsibilities and liabilities under my application for a building permit for  
construction work on the above described property.

\_\_\_\_\_  
**WITNESS**

Date: \_\_\_\_\_

\_\_\_\_\_  
**OWNER/AGENT**

# NOTICE OF COMMENCEMENT

Notice of Commencement must be filed if the job valuation is \$ 2,500.00 and/or more in labor and materials.

Please file at 22 NW 1st Street, 1st Floor, Miami, Florida (305) 275-1155

Permit Number: \_\_\_\_\_ Tax Folio Number: \_\_\_\_\_

State of Florida

County of Dade

The undersigned hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statute, the following information is provided in this Notice of Commencement.

Legal description of property and street address: \_\_\_\_\_

Description of improvement: \_\_\_\_\_

Owner(s) name and address: \_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple title holder: \_\_\_\_\_

Contractor's name and address: \_\_\_\_\_

Surety: (Payment bond required by owner from contractor if any)

Name and address: \_\_\_\_\_

Amount of Bond: \$ \_\_\_\_\_

Lender's name and address: \_\_\_\_\_

Persons with the State of Florida designed by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statute:

Name and address: \_\_\_\_\_

In addition to himself/herself, Owner designates the following permit(s) to receive a copy of a Lienor's Notice as provided in Section 713.13(1)(b), Florida Statute:

Name and address: \_\_\_\_\_

Expiration date of Notice of Commencement: (the expirations date is one (1) year from the date of recording unless a different date is specified) \_\_\_\_\_

(Signature of Owner)

Print Owner's Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2003.

Personally Known, or  
Produced Identification

Oath taken \_\_\_\_\_ Oath not taken \_\_\_\_\_

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Print Notary's Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

# SAMPLES

## **NOTICE TO OWNERS, CONTRACTORS, ARCHITECTS, ENGINEERS AND THE PUBLIC AT LARGE**

### **SECTION 105.13.4.1 OF THE FLORIDA BUILDING CODE STATES:**

" A Statement of Inspection shall be required in connection with any construction for which the code requires architectural or engineered signed and sealed plans. The Statement of Inspection shall be a statement in writing made and executed by the architect or engineer who signed and sealed the plans for the subject structure, attesting to the best of his/her knowledge, belief and professional judgment, the structure and envelope component of the structure are in compliance with the approved plans another approved permit documents. The Statement of Inspection shall also contain a statement threat to the best of his/her knowledge, belief and professional judgment that approved permit plans represent the as-built condition of the structure and envelope components of the structure. For these purposes, the Building Official may in exigent circumstances and in his/her discretion, accept a substitute architect or engineer for the architect or engineer who signed and sealed the plans. Exigent circumstances shall include, but not to be limited to disagreement between owner and the architect or engineer who sealed and signed the plans. Where threshold or special inspectors are used in accordance with this Code, the Statement of Inspection may be made and executed by the special inspection or threshold inspector. The statement of Inspection shall be issued and dated following the complete of the work, and delivered as a condition precedent to the issuance by the Building Official approving the final building inspection. Prior to the issuance of a Statement of Inspection the architect or engineer shall at a minimum perform those inspections which are required to be performed by the Building Official for the work involved."

### **TO COMPLY WITH THIS SECTION:**

**THE PERMIT HOLDER MUST HAVE THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER) PERFORM AND APPROVE THOSE INSPECTIONS REQUIRED UNDER SECTION 305.2 OF THE SOUTH FLORIDA BUILDING CODE PRIOR TO THE BUILDING OFFICIAL PERFORMING THOSE INSPECTIONS.**

**THE ARCHITECT OR ENGINEER MUST KEEP AN "APPROVED INSPECTION LOG" AVAILABLE AT THE JOB SITE AT THE TIME THE BUILDING OFFICIAL PERFORMS THE REQUIRED INSPECTIONS.**

# SAMPLES

## STATEMENT OF INSPECTION

THIS DOCUMENT MUST BE PREPARED IN STATIONARY WITH THE ARCHITECTS OR ENGINEERS LETTERHEAD BY THE ARCHITECT OR ENGINEER OF RECORD (OR IN EXIGENT CONDITIONS AND WHEN APPROVED BY THE BUILDING OFFICIAL, ANOTHER ARCHITECT OR ENGINEER.)

[DATE]

TO:                   **[PROPERTY OWNER NAME]**  
                         **[ADDRESS OF PROJECT]**  
                         **[PERMIT NUMBER]**  
                         **[CONTRACTORS NAME]**  
                         **[DESCRIPTION OF CONSTRUCTION]**

Dear Building Official:

I     **[ARCHITECT OR ENGINEER]**, having performed and approved the required inspections, as indicated in the attached approved inspection log, here by attest that "To the best of my knowledge and belief, the above-described construction of all structural load-bearing components complies with the permitted documents, and the shoring and reshoring conforms to the shoring and reshoring plans submitted to the enforcement agency." I also attest to the best of my knowledge and belief, the approved permit plans represent the as-built condition of the structural and envelope components of said structure. This document is being prepared in accordance with Section 105.13.4.1 of the Florida Building Code and is being submitted to the City of Miami Beach Building Department at the time of the final inspection for the above referenced structure.

Should you have any further questions or need any additional information, please do no hesitate to contact me.

Sincerely;

**[ARCHITECT'S OR ENGINEER'S SIGNATURE]**



[ARCHITECT'S OR ENGINEER'S SIGNATURE]

# SAMPLES

LOG OF APPROVED INSPECTIONS TO COMPLY WITH FLORIDA BUILDING CODE 105.13.4.1

PERMIT NUMBER:	_____	ADDRESS:	_____
ARCH/ENGR:	_____	CONTRACTOR:	_____

TYPE OF INSPECTION:	FOUNDATION		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____

TYPE OF INSPECTION:	REINFORCING		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____

TYPE OF INSPECTION:	WINDOW AND DOORS		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____

TYPE OF INSPECTION:	AS-BUILT		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____

TYPE OF INSPECTION:	OTHER (SPECIFY)		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____

TYPE OF INSPECTION:	OTHER (SPECIFY)		
COMMENTS:	_____		
APPROVED BY:	_____	DATE:	_____